



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS

## 2011-2012 SES Provider Application Questions and Answers #7 *February 25, 2011*

### Question #1

Can a ministry's Federal EIN number be used for newly formed organizations?

#### Answer #1

If an established organization is managing/directing a newly formed tutoring program that is applying for SES, the established organization's Federal EIN number can be used. However, if the newly formed program is part of a newly formed organization (that will be managing/directing the new tutoring program) that is separate from the established organization, the newly formed organization would need to have and use its own Federal EIN number.

### Question #2

Would any changes (i.e. format, additional info included) in forms (i.e. Student Information, Tutor Monitoring Practices & Procedures, Progress Reports, ILPs, etc.) require a formal amendment to the application according to IDOE SES Policies & Procedures Subpart G: Appendix B?

#### Answer #2

IDOE's SES Policies Subpart G Appendix B is not relevant for applicants because this document is only for approved SES Providers.

*Once an organization is approved to be an SES Provider, there are certain changes to the application that would require the organization to submit an amendment for IDOE review or a brand new application. Newly approved SES Providers receive training on all of IDOE's policies including but not limited amendment procedures so more details would be provided to newly approved providers prior to the start of the 2011-2012 school year.*

However, in the meantime, please feel free to review IDOE's SES Policies Section 2.0 (p) (PI-P4) to learn more about changes that are not allowable, changes that would require the submission of an amendment, and changes that would require a new application.

[http://mustang.doe.in.gov/dg/ses/docs/FINAL\\_2010\\_2011\\_IDOE\\_Policies\\_Procedures\\_for\\_SES%208-27-10.pdf](http://mustang.doe.in.gov/dg/ses/docs/FINAL_2010_2011_IDOE_Policies_Procedures_for_SES%208-27-10.pdf)

### Question #3

If an established organization has provided tutoring services to 7th -12th graders (no K-6th), but is applying to provide services only to K-6th grade should the organization apply as a established organization with a newly created program; thereby submitting anticipated levels of achievement?

### Answer #3

Yes, in this case, the organization should apply as an established organization with a new program.

### Question #4

If offering incentives, in accordance with IDOE SES Recruiting & Incentives Policies, is it necessary to include this proposed information in the application? If not included in original application, would this constitute an amendment according to IDOE SES Policies & Procedures Subpart G: Appendix B?

### Answer #4

The 2011-2012 SES Provider Application does not ask applicants to provide information regarding incentives. Also, please see the response to Question #2 to learn more about amendments for *approved providers*.

### Question #5

In the event the provider application is approved based on scoring of Part 2 of the application, how will responses to Part 3 affect overall approval? Are responses that do not meet standards able to be rectified upon Part 2 approval, or is this portion a critical criteria for approval w/o exception?

### Answer #5

Responses to Part Three of the application do not impact an applicant's score. However, if appropriate information is not provided in Part Three, it is possible an application may not be reviewed. Please see the "Additional Circumstances that would lead to applications not being reviewed" section in the application directions (see page 3 of the application packet or page 4 of the pdf version) for more details.

### Question #6

Is it necessary to indicate exact hours, content, etc. of Tutor Training sessions as Professional Development per Part Two of the application Section VI Question #4? Is a general listing acceptable w/the understanding that additions may ensue? If exactness is necessary, again,

would additions constitute a change required as a formal amendment per IDOE SES Policies & Procedures Subpart G: Appendix B?

#### **Answer #6**

This question does not ask for the number of training hours although applicants are free to share this information. In addition, it is important for applicants to list and briefly describe the various trainings that will be required of tutors. Applicants will also need to explain how each of the training opportunities described will assist tutors with improving student academic achievement. Lastly, please see the response to Question #2 to learn more about amendments for *approved providers*.

#### **Question #7**

(Part Three Section III, Question #2) – Our company has liability insurance through 2/24/11, where exactly does the assurance that insurance will be reinstated upon approval only, at this time need to be?

#### **Answer #7**

As per the application question, expired liability insurance is not acceptable.

#### **Question #8**

(Part Two Section II Questions #2 and #3) – We plan to use additional resources (i.e. published workbooks, online sites) as a supplement to the primary curriculum and instructional strategies, is an exhaustive list of all possible resources necessary or is a statement indicating other resources may be used adequate (specifically online resources as there are many possibilities)?

#### **Answer #8**

As it relates to these particular questions, applicants should not only list all instructional strategies and curriculum materials that will be used but should also describe each strategy and each set of curriculum materials (for all subject areas in which the applicant plans to tutor).